



PROCESSING YOUR THESIS

Electronic Thesis and Dissertation (ETD)

**Thesis Processors
Office of the Dean of Research
Naval Postgraduate School
September 2003**



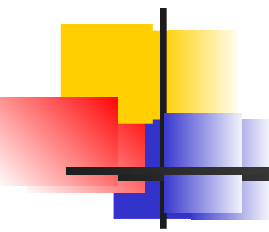
Thesis Processors

- Your Thesis Processors are:
 - Pam Silva
 - psilva@nps.navy.mil
 - Halligan Hall, Room 236
 - Phone 2762
 - Nita Maniego
 - nmaniego@nps.navy.mil
 - Halligan Hall, Room 232
 - Phone 2273



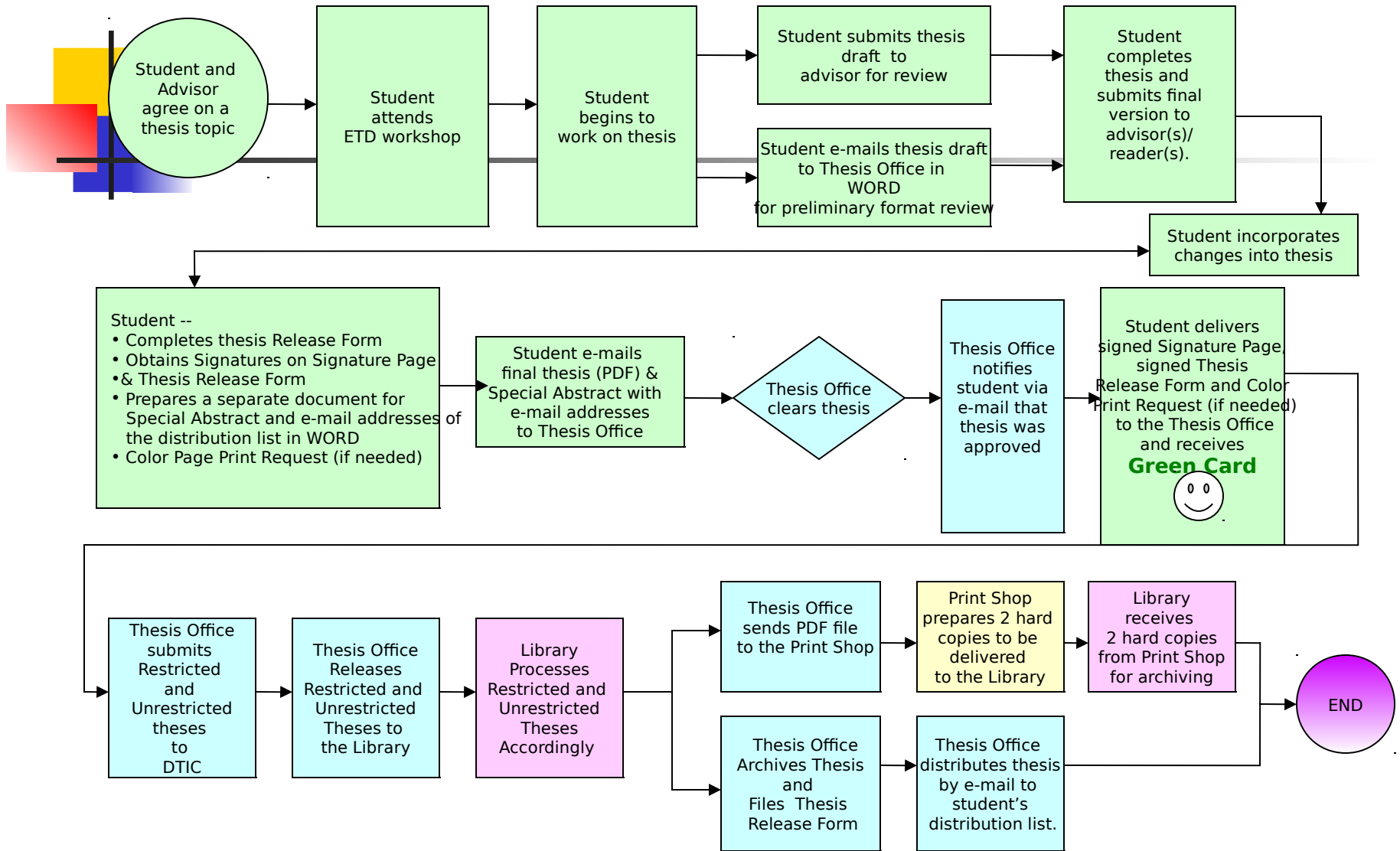
Important Dates

- Graduation: Friday, 26 September 2003
- Last day for acceptance of final approved thesis: Friday, 3 October 2003
- E-MAIL YOUR THESIS IN WORD FORMAT TO THE THESIS PROCESSOR EARLY FOR INITIAL REVIEW



Electronic Thesis and Dissertation (ETD) Web Site

- NPS Intranet Research
- <http://web.nps.navy.mil/%7Ecode09/research1.html>
 - RESEARCH
 - Research Administration
 - Thesis Process
 - Also accessible through Students-Thesis Guide from Intranet
- Site includes:
 - ETD Process, Forms, Templates, Workshop Schedule, Labs, Typists/Editors, Help



Legend:

Student

Thesis Office

Print Shop

Library



Electronic Submission Process

(Unclassified Theses)
Email draft thesis as a Word file to NPS
Thesis Processor at thesisdraft@nps.navy.mil

- Thesis will be returned by e-mail within two days with corrections/comments by NPS Thesis Processor.
- Student makes necessary corrections recommended by NPS Thesis Processor-- corrections are made in word processing version; then corrected version is converted to PDF.



Electronic Submission Process

(Unclassified Theses)

To check for corrections, in Word, go to Tools, click track changes, click accept/reject changes then click find. This will take you to the changes by your thesis processor. You can accept (or reject), and it will allow you to make the changes in your thesis.



Electronic Submission (cont.)

- Combine final thesis into one PDF file.
- Print out PDF version of thesis and provide to advisor--advisor must approve PDF version.
- Download and complete Thesis Release Form (Thesis Release form provides General Info on thesis, release to WWW, Distribution Statement, applicable technology areas related to thesis).
- Download Signature Page



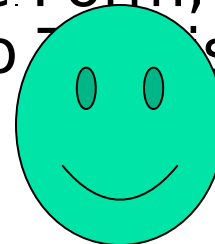
Electronic Submission (cont.)

- Obtain necessary signatures on final printed PDF of thesis.
- Obtain necessary approvals/signatures on Thesis Release Form and Signature Page.
- Create Special Abstract with email addresses in Word and save as separate file.
- Prepare Color Page Print Request
(if needed)



Electronic Submission (cont.)

- E-mail final version of thesis as one PDF file and special abstract as Word file to **YOUR** Thesis Processor (whoever did your initial draft review):
Thesis Final @nps.navy.mil **or** **nmaniego@nps.navy.mil**
- When e-mail is received from Thesis Processor and the final version of thesis is approved, you will be emailed to bring signed original Signature Page, original signed Thesis Release Form, and Color Page Print Request (if needed) to Thesis Processor.
- Receive **GREEN CARD**





Distribution of Your Thesis

- The email addressees on your Special Abstract will be used to e-mail your Thesis Title, Abstract and location of your thesis on the WWW. If thesis is not approved for release to WWW, the PDF version will be attached to the e-mail.



Archiving Your Thesis

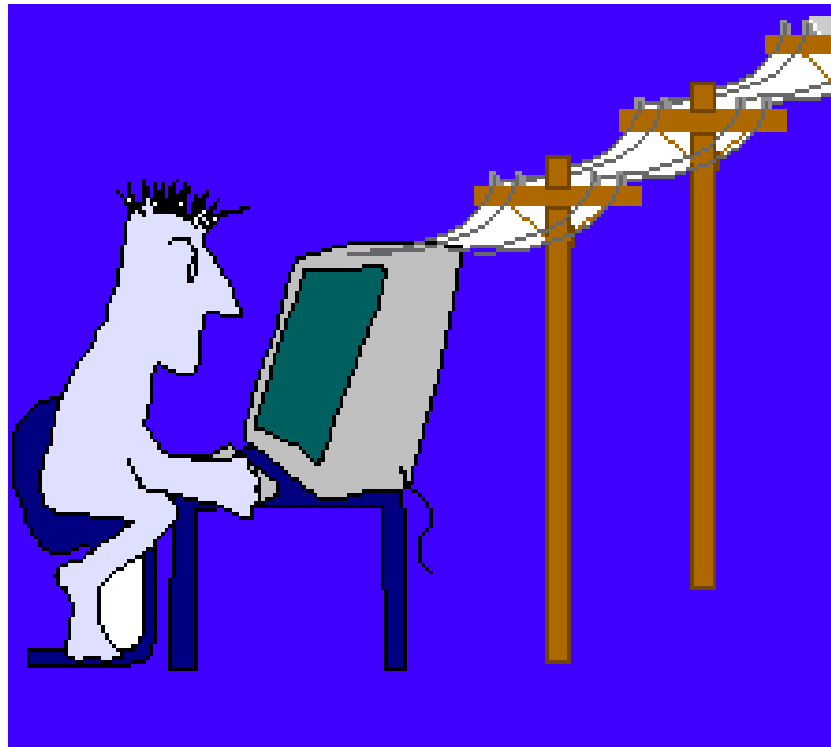
- Two printed copies of your thesis will be archived in the NPS Library (these will be the only copies printed by NPS).
- If approved for release to WWW:
 - The PDF version of your thesis will be catalogued by the NPS Library and made available on the WWW.
 - The Defense Technical Information Center will also catalog your thesis.



Converting Your Thesis to PDF

- Directions for conversion from Word97 and Word 2000 are available on the ETD Website.
- <http://web.nps.navy.mil/%7Ecode09/research1.html>
- Conversion to PDF will be easier if you:
 - Use Word2000
 - Use Framemaker, Word Equation Editor, MathType, or LaTeX for calculations and formulas.
 - Use JPEG vs TIF for images to keep file smaller.

SUBMITTING YOUR THESIS TO THE THESIS OFFICE





E-mailing Your Thesis to NPS Thesis Processors

- E-mail thesis draft in word to:
 - thesisdraft@nps.navy.mil
- E-mail thesis final in PDF and Special Abstract with email addresses in Word to:
 - thesisfinal@nps.navy.mil
 - nmaniego@nps.navy.mil
- E-mail one PDF file--multiple files are not acceptable.
- E-mail early to avoid the rush.



Typing Your Thesis

- If you do not use Template--
 - BE CONSISTENT IN FORMAT (Standard acceptable format is available on ETD website).
 - When changing computers, it's best to not switch between XP and Windows 2000.
- If you use the Template--
 - Remember the Template is a Style Guide.
 - You must know how to use the Template to avoid problems.
 - Attend the Thesis Template Workshop.



Typing Your Thesis (cont.)

- Be consistent in format
- Page set-up
 - Margins: top/bottom are 1";
left/right are 1 1/4"
 - Line spacing of text: 1 1/2 spaces
 - Footer should be set at 1.0"
- Fonts
 - 12 point preferred; use true type font such as Arial, New Times Roman, Courier



Typing Your Thesis (cont.)

- Headings
 - Consistent in spacing from text throughout thesis; consistent in font size
- Section
 - Major sections (signature page, abstract, table of contents, list of figures/tables, chapters, appendices, list of references, distribution list) begin on odd page.
 - List of References – if using a website, put the month and year you accessed it.



Typing Your Thesis (cont.)

- Page Numbering
 - Number all pages of your thesis except the Cover Page and blank page behind Cover Page.
 - Front material is numbered with small roman numerals (i, ii, iii).
 - Body is numbered with Arabic numbers (1, 2, 3...).
 - Numbering of pages includes your Appendix.
 - Numbers are placed one inch from bottom.



Typing Your Thesis (cont.)

- Section Dividers
 - When a section ends on an odd page, a blank page must be inserted to allow for the following section to begin on an odd page.
 - Type “THIS PAGE INTENTIONALLY LEFT BLANK” on section dividers.
- Table of Contents
 - Make sure it matches the body of your thesis.



Typing Your Thesis (cont.)

- Setting up Dot Leaders in Word

- To set leaders you must be on that page
- Click on format
- Scroll down to tabs
- In the tabs menu (you will see tab stop position) in that block, type in 5.75 (click on set)
- Click on leader #2
- Click on set, then OK
- After the title, hit the left tab key. You should get your leaders, just add the page number

Typing Your Thesis with LaTeX



Technically inclined students (and math-intensive theses) use the LaTeX

Template. The LaTeX approach has certain advantages, such as:

- High quality typesetting of mathematics
- Automatic numbering of figures, equations, tables and references
- Automatic Table of Contents
- List of Figures

The downside is learning the macro language

If you'd like to try it, you may find help along with a complete example provided at the following web site:

- <http://web.nps.navy.mil/~dcanrig/latex/>



Special Abstract/Distribution List

□ The Distribution List included with your Thesis will include the following:

1. Defense Technical Information Center
2. Library, Naval Postgraduate School
3. Name
Organization (of recipients)
City, State



Special Abstract with Email Distribution List

- Special Abstract with Email Distribution List is a separate document and will be submitted as a separate file in Word. File will include:
 - Thesis Title
 - Name, Rank, Service (spelled out)
 - Undergraduate degree, School, Year received
 - NPS Degree – Graduation month/year
 - Advisor's Name/Department
 - Second Reader's Name/Department
 - Abstract (same as included in thesis)
 - Keywords
 - E-mail Distribution List
 - E-mail addresses only of recipients listed in thesis



Common Errors on Special Abstract

- Incorrect department name for advisor and second reader/advisor. Faculty and Department listings can be found @: <http://research.nps.navy.mil/vita/vita.html>
- Missing rank/service for military advisors
- Wrong Degree (degrees are listed on ETD site)
<http://web.nps.navy.mil/%7Ecode09/research1.html>
- Writing in the first person
- Lack of information on Bachelor Degree; should be Degree, School and Year obtained



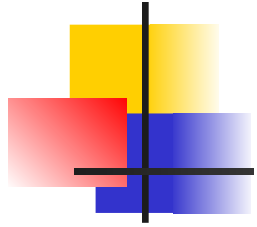
Assistance Available to You

- NPS ETD Website
 - ETD Process
 - Thesis Templates
 - Directions on converting to PDF
 - Lab Locations and Lab Resources
 - Forms
 - Where to go for Help (Typists/Editors, MS Word, Template)

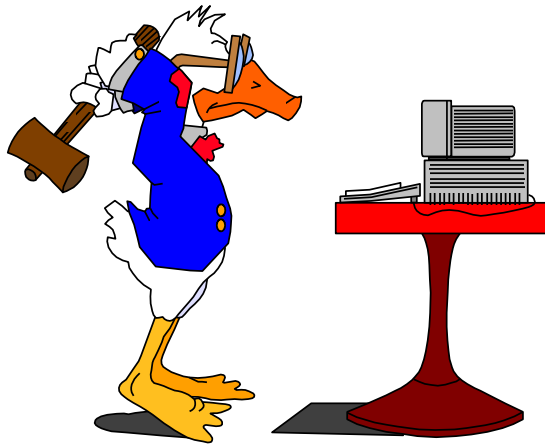


Assistance Available (cont.)

- Thesis Typists/Editors
 - Listing available on ETD website.
 - Reserve typist/editor early in process.
- Thesis Template/MS Word
 - Nancy Sharrock (sharrock@nps.navy.mil)
- Conversion to PDF/Submission
 - Thesis Processors
 - psilva@nps.navy.mil or
nmaniego@nps.navy.mil)



MICROSOFT WORD HINTS



**Help with MS Word or
Thesis Template**

Nancy Sharrock - 656-2486

Sharrock@nps.navy.mil

Help in Computer Labs

656-1046

helpdesk@nps.navy.mil